

**TOWN OF SEDGEWICK
BYLAW NO. 611/25
TOWN OF SEDGEWICK RECREATION BOARD BYLAW**

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A RECREATION BOARD.**

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes the Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council committees and other bodies;

WHEREAS it is deemed necessary to establish a board to assist the Council of the Town of Sedgewick in providing citizens with a recreation centre which includes a hockey rink, curling rink, bowling alley, lounge, concession and ancillary rooms and to have that centre meet the needs of residents and visitors to the Town of Sedgewick.

NOW THEREFORE the Council of the Town of Sedgewick in the Province of Alberta, duly assembled, enacts as follows:

1. Establishment of the Board

- 1.1. There shall be established a governing Board known as the Town of Sedgewick Recreation Board (hereinafter referred to as "The Board").
- 1.2. The Board shall be incorporated as a non-profit society in the province of Alberta and meet the standards of the Societies Act and remain in good standing.

2. Purpose of the Board

- 2.1. The purpose of the Board is to be responsible for the management, operation and continued prosperity of the Sedgewick Recreation Centre.

3. Composition of the Board

- 3.1. The membership of the Board shall not exceed seven (7) nor be less than five (5), with members appointed by the Council of the Town of Sedgewick. Members residing in Flagstaff County must reside a reasonable distance from the Town, with "reasonable" to be determined at the discretion of Council. The Board shall be composed of:
 - 3.1.1. One (1) representative from Sedgewick Town Council;
 - 3.1.2. One (1) representative from Flagstaff County Council;
 - 3.1.3. A minimum of three (3) and a maximum of five (5) citizens-at-large.
 - 3.2. The citizen-at-large members of the Board shall serve two-year terms. To achieve continuity, for the first year under this Bylaw, three (3) citizen-at-large positions shall be for a three-year term.
 - 3.3. The members of Council appointed by the Town of Sedgewick Council and/or Flagstaff County Council shall be appointed for such a term as determined by the respective councils.
 - 3.4. In the event of a citizen-at-large vacancy, the Town shall arrange, through an open public process, for the Board to receive applications for membership. The Board shall review all applications received and shall recommend to Council a suitable candidate for membership. If this process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Board or continue to search for a suitable candidate.
 - 3.5. The citizen-at-large members of the Board shall remain members only during such time as they continue to reside within the Town of Sedgewick or Flagstaff County (as per section 3.1).
 - 3.6. A Chairperson and Vice-Chairperson of the Board shall be elected at the first meeting held by the Board each calendar year.
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- 3.7. If any member of the Board is absent from three consecutive regular Board meetings without prior Board approval, the Board may recommend to Council that the seat be declared vacant
- 3.8. As per "develop volunteers' scope of duties" in the Alberta 2021 "Freedom to Care Act," have the following five positions with outlined duties:
 - 3.8.1. President,
 - 3.8.2. Vice President,
 - 3.8.3. Safety Officer,
 - 3.8.4. Treasurer, and
 - 3.8.5. Recording Secretary

4. Powers and Duties of the Board

- 4.1. The Board shall act in a management capacity to the Sedgewick Recreation Center under the authority of the Town Council.
- 4.2. Management duties of the Recreation Centre include:
 - 4.2.1. Overseeing the daily operations of the facility, which includes the hiring, training and supervision of staff, as well as the standard of customer service.
 - 4.2.2. Ensuring the operation of a full-service concession with hours of operation consistent with the facility booking schedule.
 - 4.2.3. Organizing the installation, removal and ongoing maintenance of both the hockey and curling ice.
 - 4.2.4. Scheduling bookings and accepting payment for use of the facility.
 - 4.2.5. Preparing and monitoring an annual budget and submitting to the Town Council for approval.
 - 4.2.6. Maintaining records and preparing any required reports in a timely manner, including minimum safety reporting requirements- monthly toolbox meetings, incident reports, and hazard assessments. Safety records shall be submitted to the Rec Board at each monthly meeting and included in the Recording Secretary's monthly filing to the Town Office.
 - 4.2.7. Maintaining positive communications and public relations with the public.
 - 4.2.8. Ensuring the facility is secure, well-maintained and accessible to patrons.
 - 4.2.9. Making efforts to maximize the use of the facility by the public and increase revenues.
 - 4.2.10. Applying for relevant grants, accepting donations and implementing fundraisers.
 - 4.2.11. Overseeing the cleaning of the facility and a preventative maintenance program.
- 4.3. The duties in Section 4.2 may be in whole or in part delegated by the Board to paid staff.
- 4.4. The Board shall act in an advisory capacity to the Town Council on all matters related to the Recreation Centre. Hired Managers of the Rec Centre will report to the board and, by extension, direct to the CAO on a day-to-day basis.
- 4.5. The Board shall cooperate with all user groups and stakeholders who make use of the Recreation Centre. The Board shall accept as a delegation to Recreation Board meetings any member of the public or organization which wishes to speak on a topic relevant to the Recreation Centre, its policies, procedures, or staff.
- 4.6. The Board shall submit to the Town Council their annual financial reports in a timely manner and provide any updates upon request of Council.
- 4.7. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with the Town Office within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

5. Limitations of Power

- 5.1. The Board, and any of its members, shall not have the power to pledge credit of the Town of Sedgewick in connection with any matters whatsoever, nor shall the Board, or any Board member, have any power to authorize any expenditures to be charged against the Town of Sedgewick. All expenditures made by the Board must be within the budget approved by Town Council.
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- 5.2. The Board, and any of its members, shall not have the power to dispose of equipment, tools or other property of the Town of Sedgewick or the Recreation Centre without the approval of Town Council.
- 5.3. The Board, and any of its members, shall not have the power to hire, terminate or suspend an employee without first consulting with the Town of Sedgewick CAO.

6. Meetings

- 6.1. Regular meetings of the Board shall be held on a monthly basis except for the months of July and August, with the time and place of such meetings to be determined by the Board at its first meeting in each calendar year. The meeting dates and times may be changed by the Board from time to time, as the Board may deem advisable.
- 6.2. Special meetings shall be called by the Chairperson at his discretion or upon request of a simple majority of the members. Such special meetings shall be convened within forty-eight hours of receipt of the request by the Chairperson or at such other time as indicated through the request.
- 6.3. A quorum of the Board shall be a simple majority of the existing members of the Board. For the purposes of determining a simple majority, vacant seats shall not be considered.
- 6.4. Each member of the Board present at a meeting, including the Chairperson or other presiding officer, has the right to vote. Every member present shall vote on every matter:
 - 6.4.1. Unless, in a special case, that member is excused from voting; or,
 - 6.4.2. Unless that member is disqualified from voting by reason of a pecuniary interest.

In the event of a tie, the motion shall be defeated.

- 6.5. All meetings of the Board shall be governed by Robert's Rules of Order.
- 6.6. Any member of the Board may resign therefrom at any time upon written notice to the Chairperson of the Board to that effect. The Town Council must be informed of all resignations.
- 6.7. Any member of the Board may, at any time, be required to resign by the authority of the Town Council, if reasonable cause exists.
- 6.8. The Board shall hold its meetings openly, and no person shall be excluded therefrom, except for improper conduct. In the case that the Board feels it is in the public's best interest, it may hold part of the meeting in committee of the whole.

7. Severability

- 7.1. If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

8. Enactment

- 8.1. This Bylaw shall take effect on the date of final passing thereof.
- 8.2. Bylaw 591 shall hereby be rescinded.

First Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta, this 19th day of June, 2025.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta, this 19th day of June, 2025.

Unanimous Consent for the third and final reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta, this 19th day of June, 2025.

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Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta, this 19th day of June, 2025.

Executed this 19th day of June, 2025.

TOWN OF SEDGEWICK



MAYOR



CHIEF ADMINISTRATIVE OFFICER